



Office Manager – Jail Industries

Job Description

Department: Sheriff
Position: Career Service
Grade: 509
Supervisory: Yes
Reports to: Sergeant - Corrections

Summary

Under general guidance and direction of a Sergeant - Corrections, supervises the administrative functions pertaining to the Jail Industries Program, and performs detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to the record keeping and accounting functions of the Jail Industries Program.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work of assigned clerical personnel; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing recommendations related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Recommend operational policies and practices consistent with federal certification requirements; implement policies and procedures upon approval of administrators.
6. Monitor compliance with approved operations to ensure continuance of program support and funding.
7. Coordinate administration, operations, and financial accounting for Jail Industries Program; establish and maintain financial accounting and reporting systems to maintain individual inmate accounts, profit and loss results of participating companies, and total program profitability.
8. Act as a liaison for participating companies; resolve operational concerns; provide correspondence support and coordination of financial activities with county, state and federal agencies.
9. Function as a department timekeeper for assigned division; utilize the County's time-entry system to ensure proper reporting of work time; oversee assigned division personnel responsible for reporting and entering work time data.

For Office Use Only

Job Code: 6498
Job Title: Office Manager – Jail Industries
FLSA: Non-Exempt
Effective Date: 7/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Manager

10. Ensure proper deposits into victim restitution accounts; prepare and submit quarterly and year-end profit and loss statements to Bureau of Justice Assistance and Crime Victims Reparation Fund.
11. Monitor ongoing status of Jail Industries program certification; coordinate with federal, state and county authorities as needed to ensure continuance of program and proper certifications.
12. Participate in preparation of the yearly budget; monitor budget, track expenditures, and coordinate disbursement of funds with department head.
13. Prepare and maintain office accounting records including purchase orders, budget adjustments, and accounts receivable and payable.
14. Participate in the application and maintenance of funding sources and grants; prepare grant materials; ensure compliance with terms, stipulations, and guidelines.
15. Type correspondence, reports, memoranda, applications, certificates, and other materials from copy, rough draft, or other sources.
16. Establish and maintain filing systems.
17. Provide information regarding program policies, procedures, and general information to County employees and the public.
18. Review department clerical and administrative work processes and improve methods used.
19. Provide backup support for all clerical functions in department.
20. Answer telephones and assist callers by taking messages and providing information.
21. Attend various meetings on behalf of program administrators.

Knowledge, Skills, and Abilities

- Knowledge of contract terminology and requirements
- Knowledge of County policies and practices
- Knowledge of bookkeeping and filing procedures
- Skilled in word processing, spreadsheets, data entry, and other computer applications
- Skilled in grammar, punctuation, composition, spelling, and math
- Skilled in operating a variety of office equipment
- Ability to communicate effectively verbally and in writing
- Ability to efficiently organize and complete own work while supervising and training others
- Ability to take accurate dictation
- Ability to solve problems and make decisions in the absence of department administrators
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to perform detailed and complex analysis
- Ability to prepare reports
- Ability to effectively organize projects
- Ability to type accurately and at an acceptable rate, based on job duties

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Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to high stress situations including contact with inmates, the public, and others in potentially hostile, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is regularly required to sit at a desk, stand, walk, talk, hear, and work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and the ability to adjust focus. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in business management or a finance-related field.
2. Five (5) years of complex clerical or administrative work experience, including two (2) years of experience directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

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Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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